

**UNITED STATES DISTRICT COURT
DISTRICT OF UTAH
INFORMATION REGARDING E-FILED PDF/A DOCUMENTS**

Introduction

In the future, the Judiciary will require that all electronically filed documents uploaded into CM/ECF be in the PDF/A format. Currently, CM/ECF accepts both PDF and PDF/A documents. This move to a PDF/A standard is viewed as a necessary step to enhance CM/ECF security and to improve the archiving and preservation of case-related documents.

What is PDF/A?

PDF/A is an International Standards Organization (ISO) standard document format.

PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. Accordingly, the PDF document appears, and will continue to appear, identical to the document from which it was created, no matter where or when it is accessed. As a result, most PDF/A documents will have a slightly larger file size.

In fact, this PDF that you are viewing, was converted from WordPerfect to PDF using the PDF/A standard.

PDF/A software

Most current PDF creation software has this PDF/A feature built into them, including Adobe Acrobat Standard versions 8, 9 and X, as well as WordPerfect X4 and X5. Many other products are listed at [Convert PDF to PDF/A](#). The District Court does not recommend any particular products.

How do I create a PDF/A document?

If you have never done it, it is probably easier than you think. It is different in each program, and potentially each version, but basically:

- 1) Select Print, then Print to PDF
- 2) Click on Options/Settings/Properties
- 3) Select PDF/A
- 4) Click OK, and name the document
- 5) Click OK to complete the pdf document creation.

The necessary settings for some popular products are given at [OpenOffice settings for PDF/A](#), [Microsoft Word settings for PDF/A](#), and [Corel WordPerfect X4 settings for PDF/A](#). For information about creating PDF/A documents with Adobe Acrobat 9 Professional or Standard, see [Creating PDF/A documents with Acrobat](#).

Scanned documents

It is basically the same as above, but the document may need to be scanned as a regular PDF and then converted to PDF/A.

When?

Although the Judiciary has not yet set a deadline for requiring all electronic files to be uploaded in PDF/A format, all users may begin to transition their filings to this new standard and may e-file PDF documents in the PDF/A format now. Questions may be directed to 801-524-6105.